



RESEARCH PROGRAM ON  
Climate Change,  
Agriculture and  
Food Security



## Data and Documents to Submit for Archiving – a Checklist

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**Stats4SD**

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## Introduction

The following is provided as an example of what files should be submitted to the data archive. We suggest you adjust this list to suit your own research project.

Document	Archived
Copy of the Data Ownership Agreement	<input type="checkbox"/>
Activity Protocol	<input type="checkbox"/>
Data Management Plan	<input type="checkbox"/>
Data Entry System (if used)	<input type="checkbox"/>
Fieldwork Manual	<input type="checkbox"/>
Questionnaires (if used)	<input type="checkbox"/>
Analysis Plan	<input type="checkbox"/>
Data Quality Report	<input type="checkbox"/>
Raw Data (anonymised version)	<input type="checkbox"/>
Primary Data (anonymised)	<input type="checkbox"/>
Metadata document	<input type="checkbox"/>
Analysis Program (R code, SPSS syntax, etc.)	<input type="checkbox"/>
Analysis Output	<input type="checkbox"/>
Interim Reports	<input type="checkbox"/>
Final Report	<input type="checkbox"/>